

<b>Maricopa County Policies and Procedures</b>	<b>Subject:</b> Loss Control Program	<b>Number:</b> A2201 <b>Issue Date:</b> 11/91
<b>Approved:</b> Roy Pederson	<b>Initiating Department:</b> Risk Management	

#### **A. Purpose**

To achieve a secure and efficient work environment providing for the safety, health, and welfare of employees and the public, reducing the potential for litigation against the County to the lowest level possible.

#### **B. Policy**

County employees and contract or contractor personnel are expected to perform all duties within established standards of care and in a safe and reasonable manner. It is expected that employees will report unsafe or potentially unsafe conditions and defective equipment to their supervisors, correct hazards within their capability and resources, and strive to improve working conditions. In addition to guarding their own safety and the property of the County, employees will do everything possible to safeguard co-workers, the public, and other people affected by their work. Employees shall report immediately to their supervisors any incident or accident occurring to themselves or others.

#### **C. Authority and Responsibility**

The Loss Control Program will be guided by and will incorporate the provisions of ARS §23-403, Employer's Responsibility, and ARS §23-404, Employee's Responsibility, for occupational safety and health in the workplace.

Elected officials and department heads shall furnish each employee, including volunteers and contract or contractor personnel, a place of employment which is free from recognized hazards. The primary management responsibility for achieving an accident-free record shall rest with elected officials and department heads. Each County agency and department must establish and maintain a definite plan for effectively communicating the Loss Control Program to employees.

#### **D. Procedures**

The Risk Manager, through the Loss Control Manager, will develop, implement and supervise a Risk Management program for Maricopa County providing policy, procedures, and direction for an effective total liability, safety, and loss prevention program.

The Loss Control Manager will operate under the direction of the Risk Manager and will develop and administer a proactive Loss Control Program, conduct periodic safety inspections and audits, and coordinate loss prevention activities. The Loss Control Manager will be an ex-officio member of all safety committees and will assist each agency and department in establishing a written safety and loss prevention plan according to the agency's or department's needs.

All reports of inspection which indicate loss potential or safety deficiencies shall be forwarded via the Risk Manager to the appropriate elected official or department director and supervisor for remedial action. The elected official or department head will be requested to reply to the Risk Manager on the corrective action taken to address any deficiencies within 15 work days of receipt of the Loss Control Inspection Report.

Loss control begins with the appropriate selection, training, and testing of employees, particularly in the proper operation of vehicular, mechanical, or electrical equipment. As such, it is the responsibility

of each elected official and department head to train employees in safe work conditions and procedures; to encourage development and observance of safety rules and regulations; to determine those jobs which require the use of safety clothing and/or equipment; to require the use of safety clothing and equipment when appropriate; and, to expedite the elimination of hazards, both to employees and the general public. In addition, it shall be the responsibility of each supervisor to:

- Detect and correct unsafe working conditions and practices. Problems of employee safety beyond the immediate supervisor's control shall be reported immediately to the next person in the chain of command.
- Cease operation of defective and hazardous equipment immediately. Obtain necessary repairs, service, or replacement.
- Assure that all accidents are investigated promptly and reported to Risk Management. Analyze all accidents to determine cause(s) and develop or review rules, procedures, and methods to prevent recurrence.
- Keep informed on safety subjects through readings, training courses, and discussions with other supervisors and safety representatives.

Employees are required, as a condition of employment, to observe all safety regulations and requirements whether issued verbally or in writing. Failure to follow this policy shall be considered neglect of duty and may constitute cause for disciplinary action up to and including termination.

Elected officials and department heads and their supervisory staffs are responsible for supplementing the Loss Control Program through the development of policy and procedures, conducting necessary and mandated training, and supporting the loss prevention program in their departments.

Individual agencies or departments with high risk exposure are encouraged to establish a Safety or Loss Control Coordinator staff position to assist the elected official or department head in carrying out the Loss Control Program of that department. When established, the Departmental Safety or Loss Control Coordinator shall establish, maintain, and monitor the departmental loss control program, including the training of personnel. The Risk Management Office shall have general policy oversight (dotted line) authority over the Departmental Safety or Loss Control Coordinator(s).